



DEPARTMENT OF JUSTICE CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

DEPARTMENT:	DEPARTMENT OF JUSTICE	RELEASE DATE:	Tuesday, August 7, 2012
POSITION TITLE:	Chief, Personnel Programs	FINAL FILING DATE:	Tuesday, August 21, 2012
CEA LEVEL:	CEA 2	EXTENDED FINAL FILING DATE:	
SALARY RANGE:	\$ 7,815.00 - \$ 8,616.00 / Month	BULLETIN ID:	08032012_2

POSITION DESCRIPTION

Under the general direction of the Director, Division of Administrative Support, the Chief, Personnel Programs, serves as a policy formulator and advisor to the Chief of Staff, Chief Deputy Attorney General, the Director, Division of Administrative Support and other Division Chiefs on all pertinent issues within the Division of Administrative Support. The Chief, Personnel Programs provides general policy direction in the daily management of the Department of Justice's personnel, labor relations, workers' compensation, and health and safety programs.

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

Either I

Must be a State civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

Or II

Must be a current or former employee of the Legislature, with two or more consecutive years as defined in Government code § 18990.

Or III

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code § 18992.

Or IV

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in

Government Code § 18991.

KNOWLEDGE AND ABILITIES

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

CEA Level 1. Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

CEA Levels 2 and 3. Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

CEA Levels 4 and 5. Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

DESIRABLE QUALIFICATION(S)

1. Demonstrated ability in planning, organizing, and directing a large program, and ensuring successful functionality with stakeholders.
2. Experience in providing executive level advice and consultation to Department management, and/or control agencies regarding the establishment of new positions and/or classifications, recruitment, selection, and retention of staffing levels necessary to provide resolution of technical and procedural issues.
3. Experience in personnel management and leadership which demonstrates the ability to plan, organize, and direct multidisciplinary staff, and knowledge of appropriate techniques in the areas of establishing partnerships, customer services, training, motivating staff, recognition and progressive discipline; and a manager's role in contributing to and achieving an equal employment opportunity workplace.
4. Ability to analyze complex problems and recommend effective courses of action; make independent, sound, ethical decisions regarding highly sensitive matters; and maintain confidentiality.
5. Ability to communicate effectively, both orally and in writing with legislators, local government jurisdictions, the executive branch, program staff, external stakeholders, and professional groups.
6. Supervisory/administrative experience in a managerial capacity at least equivalent to a Staff Manager II, including the execution and/or evaluation of program policies involving hiring, benefits administration and health and safety programs. Experience which demonstrates the ability to formulate and implement human resources policies and procedures.

EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **Chief, Personnel Programs**, with the **DEPARTMENT OF JUSTICE**. Applications will be retained for twelve months.

The Results of this examination will be used only to fill this position and may be used to fill subsequent vacancies for this position for a period of up to twelve months.

The examination will consist of an application, resume, and Statement of Qualifications evaluation. The Statement of Qualifications will be used to evaluate your education and work experience as it relates to the "Desirable Qualifications" and may also serve as documentation of each candidate's ability to present information clearly and concisely in writing since this is a critical factor to successful job performance. The Statement of Qualifications may be the only basis for your final score and rank on the eligible list; however, interviews may be conducted as part of the hiring process.

FILING INSTRUCTIONS

All examination materials (Standard State Application, resume, and Statement of Qualifications) must be received by the Department of Justice by 5:00 p.m. on the final filing date. Examination materials personally delivered, received via US Postal Service, or any other delivery services after 5:00 p.m. on the final filing date will not be accepted.

Interested applicants must submit:

California Relay (Telephone) Service for the Deaf or Hearing Impaired: From TDD phones: (800) 735-2929, from voice phones: (800) 735-2922

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than two pages in length with a font size no smaller than 12 point.
- Resume (resume will not take the place of the Statement of Qualifications)

Applications must be submitted by the final filing date to:

DEPARTMENT OF JUSTICE, Personnel Programs/Testing and Selection Unit
P.O. Box 944255, Sacramento, CA 94244-2550
Shelley Davis | (916) 327-4189 | shelley.davis@doj.ca.gov

ADDITIONAL INFORMATION

Questions regarding this position should be directed to Shelley Davis at (916) 327-4189.

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

GENERAL INFORMATION

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The DEPARTMENT OF JUSTICE reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

Class specs: [CEA and Exempt Appointees](#)